

**The Michigan State Housing Development Authority (MSHDA) is pleased to
announce a competitive opportunity for nonprofit organizations to assist
City of Flint residents with homeowner rehabilitation activities
via the Michigan Housing Initiatives Division
Request for Proposals (RFP) and Notice of Funding Availability (NOFA)**

June 8, 2016

Purpose of the Request/Summary:

The selected nonprofit or nonprofits will be the subrecipient(s) of up to \$1 million in MSHDA HOME funds to implement homeowner rehabilitation activities within the City of Flint. The HOME program activities are being made available by the Authority acting on behalf of the State of Michigan as the Participating Jurisdiction under the HOME Investments Partnership Program (the "HOME Program") funded by the U.S. Department of Housing and Urban Development ("HUD") under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended (42 U.S.C. 12701 *et seq*). All HOME compliance requirements are in full effect for this award.

The overall purpose of the RFP and NOFA is to address the need for rehabilitation of properties that have been adversely affected by the City of Flint's municipal water system issues. To be eligible, the property must be occupied by the owner; the unit must have been negatively affected by the Flint water crisis; the entire unit must be brought up to code; and the households' combined income must not exceed 80% of the area median income (AMI).

Respondents must demonstrate program management experience as well as previous HOME program administration experience or an equivalent amount of federal affordable housing experience. This RFP requires three areas of expertise: 1) Program Management (design and coordination); 2) Technical Implementation (on-site management and oversight of activities); and 3) Grant Administration Experience.

Respondents must be able to mobilize quickly to meet the immediate action response that is desired. The grant term is anticipated to be October 1, 2016 to September 30, 2018. NOTE: All activities must be completed, invoiced and have all expenditures completed and processed within the MSHDA On-line Project Administration Link (OPAL) system **no later than August 31, 2018.**

Eligible Objective/RFP Description/Scope: MSHDA would like to identify via this RFP one or more nonprofits that would serve as a MSHDA direct funded subrecipient of federal HOME dollars in an amount up to \$1 million to provide low and moderate income (up to 80% AMI) single family homeowners with rehabilitation assistance, including water-oriented infrastructure improvements, to bring the entire unit up to code. Each RFP response should define a vision for how the funds will be strategically utilized based on local resources, capacity, and assets that the respondent could bring to the table to efficiently and effectively manage high production levels while also achieving high neighborhood impact.

Eligible Activities Overview: Eligible activities for the use of HOME funds is limited to providing rehabilitation financing assistance to eligible homeowners and payment of temporary relocation expenses. Up to 10 percent of the grant award may be used for program planning and administration.

Eligible Areas: Funding is limited to eligible neighborhoods within the boundaries of the City of Flint that are serviced by the municipal water system.

Eligible Applicants: Non-Profit Corporations (Non-Profit Community Development Corporation (CDC)'s and/or Community Action Agencies (CAA)'s that are 501 (c) (3) organizations providing services to the community (housing, jobs, and commercial space) and/or Habitat for Humanity Affiliates and/or Land Bank Authorities

<i>Timeline/Benchmark Activities:</i>	<i>Projected Date:</i>
<i>RFP and NOFA Announcement</i>	<i>6/8/16</i>
<i>Q & A Meeting in Flint</i>	<i>6/23/16</i>
<i>NOFA RFP Submission Deadline</i>	<i>7/15/16</i>
<i>RFP Agency Selection</i>	<i>8/15/16</i>
<i>Regional Meeting</i>	<i>9/1/16</i>
<i>Formal MSHDA OPAL/HDF Application Submission Deadline</i>	<i>9/15/16</i>
<i>MSHDA Board Announcement</i>	<i>9/28/16</i>
<i>Grant Award Effective Date</i>	<i>10/1/16</i>
<i>Environmental Release Date</i>	<i>12/31/16</i>
<i>Agency Selection of Properties</i>	<i>2/1/17</i>
<i>Notice to Proceed Issued</i>	<i>2/15/17</i>
<i>Construction Begins</i>	<i>3/1/17</i>
<i>Monthly Progress Meetings Held during Const. Phase</i>	
<i>Construction Completed</i>	<i>5/31/18</i>
<i>Inspections Finalized</i>	<i>6/30/18</i>
<i>Grant Completed</i>	<i>8/31/18</i>

Eligible Occupied Property Definition:

A single-family property zoned residential property that a) has no mortgage and/or tax delinquencies; b) is not subject to a foreclosure proceedings, court-ordered receivership or nuisance abatement; c) has utilities services turned on; and d) is permanently occupied by homeowners that identify the assisted address as their primary residence.

Program Requirements:

- All properties assisted must be able to be brought up to code.
- All properties must have a 5 year prorated monthly 100% forgiven lien recorded.
- There is no long term affordability or occupancy restrictions
- The HOME (existing unit) value limit as of 4/13/15 for Genesee County is \$124,000.
- The HOME maximum per unit subsidy limit for the City of Flint in Genesee County are:

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
Flint	\$145,542	\$166,842	\$202,878	\$262,458	\$288,098
- All activity must benefit owner occupied households at or below 80% AMI based on HOME County Income Limits which change annually – new limits will be provided upon release.

Flint FY 2016

GENESEE		Number of Persons							
AMI %		1	2	3	4	5	6	7	8
20		7,380	8,420	9,480	10,520	11,380	12,220	13,060	13,900
30		11,100	12,650	14,250	15,800	17,100	18,350	19,600	20,900
40		14,760	16,840	18,960	21,040	22,760	24,440	26,120	27,800
50		18,450	21,050	23,700	26,300	28,450	30,550	32,650	34,750
60		22,140	25,260	28,440	31,560	34,140	36,660	39,180	41,700
70		25,830	29,470	33,180	36,820	39,830	42,770	45,710	48,650
80		29,500	33,700	37,900	42,100	45,500	48,850	52,250	55,600

Response Requirements:

Respondents need to include factors identifying the agency's capacity to execute homeowner rehabilitation projects, leveraging potential, and experience in facilitating the strategic investment of limited resources. The response is not limited to a specific number of pages however it should be presented in a clear and concise manner and be double spaced in 12 size font.

If your agency is interested in rendering the direct funded HOME program activities noted above, please respond to this RFP by providing the items 1-5 outlined below.

1. Letters of Interest and Support

Submit with the application, a letter of interest from the Nonprofit's Authorized Official.
Provide letter(s) of support from any applicable partner organizations.

2. Experience/Capacity

- Identify staff members by name and their relevant roles/experience levels;
- Identify previous work by the agency in the community;
- Describe/Demonstrate agency experience administering federal HOME funds;
Include: Applicant Intake and Selection, Income Eligibility Qualification/Verification, Construction Oversight, Grant Management and Compliance;
- Identify experience utilizing other federal or state funding;
- Identify experience undertaking Homeowner Rehab Implementation and Oversight;
- Provide how your agency intends to coordinate, implement and provide oversight of homeowner rehabilitation activities including temporary relocation (if applicable); and
- Identify any partner organizations and their roles/experience.

3. Qualifications

- Financial Capacity: Provide a sworn statement certifying that your agency is not delinquent in relation to any local, county, state or federal taxing jurisdiction property, income or business taxes. Also, provide a copy of your most recent audit.
- Technical Capacity: Provide copies of monitoring letters issued to your agency within the past three years for any federal and/or state funding.
- Describe how your agency will assure compliance with grant administrative and audit requirements to ensure program rules and regulations are met.
- Track Record: Identify any collaborative experience/partnerships with complementary programs and/or other funding resources that you could utilize in conjunction with this grant partnerships that you have that would assist your agency with effectively and efficiently administering a HOME funded homeowner rehabilitation grant; provide any applicable awards and/or recognition received for successful project(s) or partnerships.
- Good Standing: All applicants are required to be in compliance with HUD, MSHDA and all other State of Michigan Agencies.

4. Proposal/Implementation Plan

- Provide a strategic implementation plan that is supported with other local, regional, state and/or federal resources and the City of Flint's master plan.
- Description of tasks to be performed and realistic number of hours needed for developing and implementing the activities;
- Expected time frame identifying dates projected tasks will be completed (beginning and ending dates);

- Identify tangible outcomes/deliverables that will occur as a result of the activities including the projected number of properties that could be assisted and the methodology for the calculation;
- Proposed boundaries within which activities will be focused including the criteria used for the determination;
- Provide a map outlining the area(s) of proposed homeowner rehabilitation investment;
- Provide the proposed methodology process for identifying priority areas;
- Identify the proposed intake/selection process and methodology for identifying and prioritization of the assisted properties and potential applicants; and
- Identify any community involvement undertaken or anticipated to be undertaken by the nonprofit and/or partner organizations.

5. Budget

- Provide a detailed budget plan identifying all proposed sources and uses of the HOME funding as well as any leveraged dollars;
- The proposed budget submission also needs to include a breakdown of the projected hours needed for administration; i.e. salary and travel expenses – limited to 10% of total project costs;
- Provide backup documentation validating applicable proposed leveraging by source, dollar amount, commitment status, availability date; and
- Provide the methodology used to determine the upfront cost analysis/budget plan.
- Provide the estimated cost per unit and the proposed activities to be provided to the unit. Provide a justification for cost reasonableness for the estimated costs/activities.

Selection/Evaluation Criteria:

A review committee will make a recommendation based on the scoring system below. Final approval of the selection(s) will be made by MSHDA.

Selection will be based on a competitive scoring process as follows:

50 points: Capacity

10 points: Previous nonprofit experience and/or partner experience working in the City of Flint

10 points: Previous experience administering HOME funds

10 points: Previous homeowner rehabilitation experience

10 points: Provides leveraging resources and in-kind contributions based on partnerships and financial capacity

10 points: Previous experience working with MSHDA and in good standing with all MSHDA Divisions including no outstanding fines, reports or submissions.

25 points: Design/Process Proposal

25 points: Identified Staffing Resources and/or Presentation and/or Interview

100 points possible overall

The proposed scoring outlined above will assist the review committee in comparing and assessing RFPs. However, the determination of the most qualified agency and/or proposal may include other criteria and consideration at MSHDA's discretion. The timeline for making a determination and notifying all respondents is anticipated to be no later than June 30, 2016.

Submission Instructions:

All submissions **MUST** be received no later than **5:00 p.m. on July 15, 2016**. Any submission time and date stamped past this deadline will not be considered.

Each response will be reviewed and scored based upon its merit, conformity with HOME regulations, and demonstrated capacity to complete the contract. The HOME regulation policies that will be in effect for the project award can be viewed at:

http://www.michigan.gov/mshda/0,4641,7-141-5564_14770---,00.html

MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discover under the Freedom of Information Act (FOIA).

This RFP is not a binding agreement and the notice of selection under this RFP does not guarantee project funding. Upon final approval from MSHDA, each selected nonprofit must complete a homeowner rehabilitation application on the OPAL system. Upon successful submission of an application, a written agreement will be executed between the selected nonprofit(s) and MSHDA which will at that time guarantee project funding.

No project costs (HOME or non-HOME) may be incurred prior to the completion of an environmental review and receipt of formal written authorization and release of funds from MSHDA. MSHDA is not liable for any costs incurred prior to execution of a subrecipient agreement.

All questions related to the RFP should be directed to Tonya Young via e-mail to the HiDmailbox@michigan.gov with a Subject Line Reference entitled, "Housing Initiatives Flint RFP Question" no later than **Monday, July 11, 2016 at 5:00 p.m.** Answers to the questions will be provided on the MSHDA website at http://www.michigan.gov/mshda/0,4641,7-141-5564_14770---,00.html on or before 12:00 p.m. on Wednesday, July 13, 2016. In addition, MSHDA will hold a

Q & A session in Flint on Thursday, June 23, 2016 from 10 a.m. – 12 p.m. and details will be posted on the MSHDA website.

Applicable RFP/NOFA Housing Initiatives Policy Document Links that can be found at http://www.michigan.gov/mshda/0,4641,7-141-5564_14770---,00.html:

- [Administrative and Project Costs Policy](#)
- [Administrative and Project Costs Chart](#)
- [Household Eligibility Policy](#)
- [Homeowner Certification Form](#)
- [Underwriting for Homeowner Projects042116.pdf](#)
- [Homeowner Rehab Proforma](#)
- [Homeowner Rehab Standards](#)
- [Required Documents Checklist](#)
- [Certification of After Rehab Value](#)
- [Subsidy Limits and Lien Requirements](#)
- [Life Estate Responsibility Form \(If Applicable\)](#)
- [Land Sales Contract Subordination Agreement Form \(If Applicable\)](#)
- [Claim For Temporary Relocation](#)
- [Temporary Relocation Policy](#)